



# ***Pre-Application Conference Friday, July 17, 2009***

## **FY10 Effi Barry HIV/AIDS Program Pre-Application Conference Minutes**

- If your organization has completed Year 1 or both Years 1 and 2 of the Effi Barry HIV/AIDS Program (EBP), then you can apply for “Linkages” and you may apply for “Effi Accelerated.”
- If your organization has not previously applied nor completed the EBP, then you can apply for “Linkages” and “Accelerated.”
- There should be no more than three organizations on the application for “Linkages.”
- The collaborative partners applying for “Linkages” can include non-HIV specific service providers.
- At least one of the programs applying together for “Linkages” needs to have 501(c) (3) status.
- If only one of the organizations is a 501(c) (3), then that organization will have to serve as the fiscal agent, sign the grant agreement, and receive the funds.
- If you are applying for more than one component of the EBP, then make sure you are not the fiscal agent on more than one application.
- When applying for linkages collaborate with someone because their services complement yours.
- Internal Revenue Service (IRS) certification is needed before you apply for EBP -- unless you can show that you have already applied, and your application with the federal government is pending approval.
- If you don't have a 501(c) (3) status, you can work with an organization that does have it and that organization will be your Fiscal Agent.

- The EBP is not funded by the federal Centers for Disease Control and Prevention (CDC), but by local D.C. funds.
- Best practice models are integrated programs.
- Models used for creating programs and delivering services should have data to substantiate their effectiveness.
- Measureable outcomes are key!
- A current D.C. Business License is required before you apply.
- But, we will allow and consider those applications where proof can be shown that the application for the D.C. Business License is in process.
- Your organization needs to have \$500,000.00 or less in program expenses for the year in your budget to qualify for the EBP.
- If you are applying for “Linkages,” all of the organizations’ combined budgets for programs need to total \$500,000.00 or less for program expenses.
- The Effi Barry HIV/AIDS Program is geared toward small, ward-based organizations.
- A current Certificate of Good Standing issued by the local Office of Tax and Revenue is required before you apply.
- A list of your Board of Directors is required [for the 501(c) (3) organization].
- Signed Federal Assurance forms are required and included in the application.
- Signed Lobbying Debarment form is required and included in the application .

## Questions & Answers

- Question: Are Memorandum of Understanding (M.O.U.)/Memorandum of Agreement (M.O.A.) documents required before you can apply?
- Answer: No.
- Question: Can you apply if your organization is not located in Ward 7 or Ward 8?
- Answer: Yes, preference is given to applicants located in Wards Seven (7) and Eight (8).
- Question: If you apply for the linkages application, do all members of the collaboration have to be located in the District?
- Answer: Yes.
- Question: Are we required to resubmit assurances?
- Answer: Yes, each year you must submit assurances. If you have assurances on file at HAA, contact Sharon Cox ([Sharon.cox@dc.gov](mailto:Sharon.cox@dc.gov)) to verify.
- Question: How many copies of the application need to be submitted?
- Answer: One hard copy of the application needs to be submitted.
- Question: What if the work your organization does occurs outside of Wards 7 and 8?
- Answer: Work you do in Wards outside of Wards 7 and 8 is accepted, as long as it occurs in D.C.
- Question: What if we are incorporated as a non-profit organization in D.C.? Are we eligible to apply for the EBP?
- Answer: Incorporating your agency as a non-profit organization in D.C. does not make you a tax-exempt organization. You need to submit the proper forms with the federal internal revenue service (IRS) to become a 501(c) (3) designated organization with tax-exempt status. 501(c) (3) status is required to be eligible for the EBP.

- Question: Do organizations participating in the EBP have to implement a CDC approved/endorsed D.E.B.I. to meet the criteria of being successful in the EBP?
- Answer: Organizations participating in the EBP do not have to implement a CDC-approved/endorsed HIV prevention program such as one of the Diffusion of Evidence Based Interventions or D.E.B.I.s.
- Question: Regarding the Review and Selection Criteria, do you have to be located in D.C.?
- Answer: Your organization has to be located in the District.
- Question: Can funds be used to support a van for providing transportation services?
- Answer: Yes, funds can be used to support a van for providing transportation services.
- Question: When will the awards be made?
- Answer: The EBP awards will be made in September 2009. The Fiscal Year starts October 1, 2009 and that is when funding starts.

## **Budget**

- Local Funds
- Capacity Building
- List Contractors or Staff by unit of service
- For travel, we use the current federal reimbursement of 50.5¢ per mile.
- An example for completing the cost breakout for supplies and equipment in the budget format:

**Example:** You want to produce 500 promotional flyers.

### **ITEM**

<b>BUDGET</b>	<b>UNIT</b>	<b>UNIT COST</b>		<b>NUMBER</b>
Promotions	flyer	25¢ x 500	=	\$125.00

- A detailed description for all line items is required in the Justification/Narrative portion of the Categorical Budget.
- Go to the website for the budget document in an Excel file format which must be submitted with your application.
- [www.doh.dc.gov/hiv](http://www.doh.dc.gov/hiv) click on “Funding and Grants”.

- Download, complete, print, and bring it in!
- The EBP application is **not** accepted as an electronic submission!
- Question: When is the EBP application due?
- Answer: **The Effi Barry HIV/AIDS Program applications must be submitted BEFORE 5:00pm on Monday, August 10<sup>th</sup>.**
- Bring your applications to 64 New York Avenue, N.E.
- Before Monday August 3<sup>rd</sup>, submit your application(s) and assurances to the 5<sup>th</sup> Floor receptionist of the HIV/AIDS Administration.
- To allow for response time to correct oversights or mistakes and make sure you are eligible, you can turn in your assurance package earlier than your application package.
- Assurances are to be submitted to Sharon Cox at [Sharon.cox@dc.gov](mailto:Sharon.cox@dc.gov).